



Information about the subject

Degree: Bachelor of Science Degree in Business Administration and Management

Faculty: Faculty of Legal, Economic and Social Sciences

Code: 303401 **Name:** Practicum (1st Semester)

Credits: 6,00 **ECTS Year:** 4 **Semester:** 1

Module: Practices

Subject Matter: Practices **Type:** Internship

Department: -

Type of learning: Classroom-based learning / Online

Languages in which it is taught: Spanish

Lecturer/-s:

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Module organization

Practices

Subject Matter	ECTS	Subject	ECTS	Year/semester
Practices	18,00	Practicum (1st Semester)	6,00	4/1
		Practicum (2nd Semester)	6,00	4/2
		Professional Integration Practicum	6,00	4/2

Prerequisites



Las prácticas externas (I y II) son de carácter obligatorio en ambas modalidades de impartición, tanto presencial como a distancia.

Las prácticas externas suponen, en ambas modalidades de impartición, la incorporación e inmersión profesional del alumno/a a una empresa u organización para la participación en las tareas propias de la misma que le sean asignadas.

En la modalidad presencial, actividades tales como seminarios o tutorías son de carácter presencial, mientras que el trabajo individual del alumno es considerada como una actividad de trabajo autónomo (no presencial), refiriéndonos a que el alumno no se ubica físicamente en la universidad, aunque está presente en la empresa.

En la modalidad de impartición a distancia las prácticas tienen idéntico contenido a las presenciales, si bien actividades tales como las tutorías presenciales (con tutor en la universidad) o los seminarios son sustituidos por la tutorización a distancia, con actividades tales como atención telefónica y/ o telemática, chats o videoconferencias (actividades síncronas), y actividades de carácter asíncrono, tales como la atención por correo electrónico, o foros. En cualquier caso, el carácter asíncrono de las actividades se refiere a la relación de comunicación entre tutor en la universidad y alumno, y no a la relación del alumno en prácticas con la empresa.

De este modo, la metodología docente de las prácticas profesionales en modalidad de impartición a distancia sigue un procedimiento similar al seguido en la modalidad presencial, excepto en lo que se refiere a la relación del alumno con el tutor en la universidad, de modo que se ajustan (a nivel operativo) los siguientes aspectos:

- Definición de perfiles profesionales de los alumnos a incorporar, a partir de las propuestas de prácticas recibidas.
- Seguimiento del aprovechamiento a lo largo del periodo de prácticas.

Sin embargo, la vinculación con las empresas y organizaciones es similar. De hecho, muchas de las empresas con las que ya se tiene suscrito convenio de colaboración en prácticas y que cuentan con varias sedes en ubicaciones en territorio nacional, europeo o incluso mundial, han recibido con gran satisfacción la posibilidad de participar en el proceso formativo de estudiantes oriundos de los lugares donde se ubican, aspecto que la introducción de la modalidad a distancia haría posible.

Cada una de las organizaciones en que se desarrollan los proyectos de prácticas entrega al inicio de la práctica a través del tutor de empresa la planificación del trabajo. Esta planificación incluye el detalle de las tareas que hay que desarrollar, así como las fechas orientativas de fin para lograr las competencias y objetivos de esta Práctica. Todos estos aspectos permiten el seguimiento de las prácticas y la evaluación de la memoria de prácticas del alumno.

Tanto el Trabajo Fin de Grado como, al menos una de las dos asignaturas de Prácticas Externas (I ó II) estarán relacionados con las competencias y



contenidos del itinerario escogido por el alumno, reforzando así dichas competencias y contenidos trabajados en las asignaturas que los conforman y dando sentido a la especialización que constituye el itinerario elegido por el alumno.

Learning outcomes

At the end of the course, the student must be able to prove that he/she has acquired the following learning outcomes:

- R1 Get to know the basic management procedures within a company.
- R2 Learn how to apply analysis criteria in real situations.
- R3 Identify, recognize and apply different options to the resolution of a problem.
- R4 Establish fluent relationships with your colleagues in the company.
- R5 Apply the knowledge acquired at university.
- R6 Get to know the basic management procedures within a company.
- R7 Learn how to apply analysis criteria in real situations.
- R8 Identify, recognize and apply different options to the resolution of a problem.
- R9 Establish fluent relationships with your colleagues in the company.
- R10 Develop a team work properly.



Competencies

Depending on the learning outcomes, the competencies to which the subject contributes are (please score from 1 to 4, being 4 the highest score):

BASIC		Weighting			
		1	2	3	4
CB1	That students have demonstrated knowledge and understanding in an area of study that is at the core of general secondary education, and is often at a level that, while supported by advanced textbooks, also includes some aspects that involve knowledge from the cutting edge of their field of study.				X
CB2	That students know how to apply their knowledge to their work or vocation in a professional way and possess the skills that are usually demonstrated through the elaboration and defense of arguments and the resolution of problems within their area of study.				X
CB3	That students have the ability to gather and interpret relevant data (usually within their area of study) to make judgments that include reflection on relevant social, scientific or ethical issues.				X
CB4	That students can convey information, ideas, problems and solutions to both specialized and non-specialized audiences.				X
CB5	That students have developed those learning skills necessary to undertake further studies with a high degree of autonomy.				X
GENERAL		Weighting			
		1	2	3	4
CG0	Speaking well in public.				X
CG1	Capacity of analysis and synthesis.				X
CG2	Adequate management of time and resources.				X
CG3	Capacity to apply knowledge into practice.				X
CG4	Capacity to handle information from different sources.				X



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	1	2	3	4
...ch skills.				X
...skills.				X
...ion making.				X
...specific company and market situations.				X
...data, valuable information for decision				X
...y and ethical sense.				X
...ated to the principles of equal ...n and women, universal accessibility for ...d, in general, democratic values and a				X

1 2 3 4



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any or organization, understanding its			X
al positioning and identifying its strengths			
ough its planning and control, using			X
ols (e.g. strategy design and			
rking, total quality management, ABC cost			
of useful economic information and their			X
le computerized management			X
n of information systems in the company.			X
of law and relate them to knowledge			X
gement.			
mation and foreseeable evolution of a			X
t records.			
al impact of aspects related to the macro-			X
nment and its institutions on business			
etary and financial system, domestic			



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CE15	Ability to obtain, from the data, valuable information for decision making.			X
CE16	Technical understanding, writing and communication in a second language, especially in English.			X
CE17	Application of professional criteria to the analysis of business problems.			X
CE18	Ability to integrate in any functional area of a company and develop different tasks related to its management.			X
CE19	Empathy and ability to understand others.			X
CE20	Capacity for negotiation and problem-solving.			X



Assessment system for the acquisition of competencies and grading system

In-class teaching

Assessed learning outcomes	Granted percentage	Assessment method
	50,00%	Internship report
	50,00%	Report by the tutor

Observations

Percentage related to Final Report is calculated as follows:

40% Evaluation of Final Report prepared by Student.

10% University Tutor Evaluation

Online teaching

Assessed learning outcomes	Granted percentage	Assessment method
	50,00%	Internship report
	50,00%	Report by the tutor

Observations

MENTION OF DISTINCTION:

According to Article 22 of the Regulations governing the Evaluation and Qualification of UCV Courses, the mention of "Distinction of Honor" may be awarded by the professor responsible for the course to students who have obtained, at least, the qualification of 9 over 10 ("Sobresaliente"). The number of "Distinction of Honor" mentions that may be awarded may not exceed five percent of the number of students included in the same official record, unless this number is lower than 20, in which case only one "Distinction of Honor" may be awarded.



Learning activities

The following methodologies will be used so that the students can achieve the learning outcomes of the subject:

- M5 Group work sessions supervised by the professor. Case studies, diagnostic tests, problems, field work, computer room, visits, data search, libraries, on-line, Internet, etc. Meaningful construction of knowledge through interaction and student activity.
- M9 Application of multidisciplinary knowledge.



IN-CLASS LEARNING

IN-CLASS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
Seminar M5, M9	R1, R2, R3, R4, R5, R6, R7, R8, R9, R10	6,00	0,24
TOTAL		6,00	0,24

LEARNING ACTIVITIES OF AUTONOMOUS WORK

	LEARNING OUTCOMES	HOURS	ECTS
Independent Work M5, M9	R1, R2, R3, R4, R5, R6, R7, R8, R9, R10	144,00	5,76
TOTAL		144,00	5,76

ON-LINE LEARNING

SYNCHRONOUS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
Seminar and Synchronous Videoconference Virtual	R1, R2, R3, R4, R5, R6, R7, R8, R9, R10	6,00	0,24
TOTAL		6,00	0,24

ASYNCHRONOUS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
Individual Work	R1, R2, R3, R4, R5, R6, R7, R8, R9, R10	144,00	5,76
TOTAL		144,00	5,76



Description of the contents

Description of the necessary contents to acquire the learning outcomes.

Theoretical contents:

Content block	Contents
Workshops	-Curriculum Vitae Workshop -How to do an interview Workshop -How to search a job at social media platforms Workshop
Presentation of Internship (External Practices)	Presentation and FAQ explanation regarding the Internships
Learn at work within the company	Develop and perform tasks detailed at Addendum to Agreement between Companies and University

Temporary organization of learning:

Block of content	Number of sessions	Hours
Workshops	3,00	6,00
Presentation of Internship (External Practices)	1,00	2,00
Learn at work within the company	71,00	142,00

References